

Activity:	4.2 Select Requirements Analysis Methodology
Responsibility:	Project Manager/Team
Description:	<p>A requirements analysis methodology is the set of data collection and analysis techniques (e.g., user interviews and rapid prototyping) combined with the lifecycle requirements standards (e.g., tracing the requirements through all lifecycle activities) that are used to identify the project requirements and to define exactly what the software product must do to meet the system owner/users' needs and expectations. When appropriate, the methodology must include techniques for collecting data about users at more than one geographic location and with different levels and types of needs.</p> <p>The requirements analysis methodology should be in harmony with the type, size, and scope of the project; the number, location, and technical expertise of the users; and the anticipated level of involvement of the users in the data collection and analysis processes. The methodology should ensure that the functionality, performance expectations, and constraints of the project are accurately identified from the system owner/users' perspective. The methodology should facilitate the analysis of requirements for their potential impact on existing operations and business practices, future maintenance activities, and the ability to support the system owner's long-range information resource management plans.</p> <p>It is advantageous to select a methodology that can be repeated for similar projects. This allows the project team and the system owner/users to become familiar and comfortable with the methodology.</p> <p>Discuss the analysis methodology with the system owner and users to make sure they understand the process being used, their role and responsibilities in the process, and the expected format of the output (e.g., how the requirements will be organized and described).</p>
Work Product:	Create a description of the analysis methodology and share it with all members of the project team, system owner, and users. Place a copy of the analysis methodology description in the Project File.
Review Process:	Conduct a structured walkthrough to verify that the requirements analysis methodology is appropriate for the scope and objectives of the project. A structured walkthrough is not needed when the methodology has been used successfully on similar projects for the same system owner/user environment.